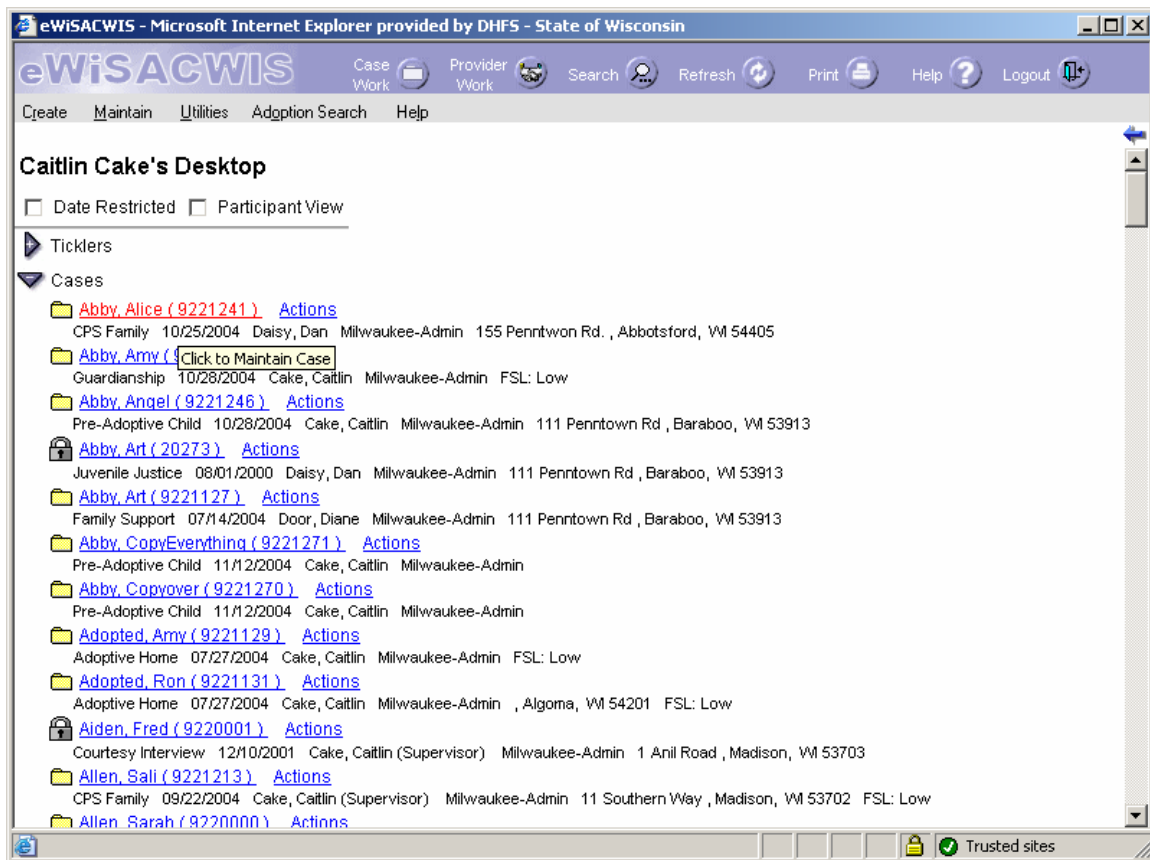


Person Management

1. From the Outliner, click on the case name to open Maintain Case.



- Click on the name of the participant in the Participants group box to open Person Management.

Maintain Case - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check Help

Case

Last/Provider: Number: 9221241 Status: Open

First: Initial: Open Date: 10/25/2004

Participants Address Collaterals Closing History

Basic

Case Type: Description: ☐ Restricted Case

County: Site/Region: W-2 Region:

Number of Household Members: CARES Case Number: County Case Number:

Participants

Name	Hshld	Status	DOB	Gender	Relationship	Legal	Prg		
Abby, Alice	Y	Active	08/07/1970	Female	Reference Person	None	N	DeActivate	Remove
Abby, Amber	Y	Active	09/09/1995	Female	Biological Child	None	Y	DeActivate	Remove
Abby, Amy <small>Click to Edit Person</small>		(TPR)	10/02/1999	Female	Biological Child	None	N		
Abby, Angel	N	(TPR)	03/26/1999	Female	Biological Child	None	N		

[Insert](#)

Options: [Go](#) [Save](#) [Close](#)

Done Trusted sites

3. The Basic tab of Maintain Person is opened. The Name group box displays the Person Id and the Person Name. This field is editable and should be used when a name needs to be updated.

The Basic group box is user entered. The Red fields are ARCARS elements. These fields are required to prevent AFCARS Ticklers. The U.S. Citizen check box is automatically checked off. If the person is not a US Citizen, uncheck the box.

Complete the rest of the data elements as appropriate.

Person Management 'Abby, Amber' ID:9221747 -- Web Page Dialog

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Print Spell Check ABC Help ?

Basic Additional AKA Names Address Relationship Kinship/AFCARS Background Check

Name

ID: 9221747 Prefix: [] First Name: Amber MI: [] Last Name: Abby Suffix: []

Basic

Gender: Female [] ☒ U.S. Citizen SSN: 111-11-1111

Birth Date: 09/09/1995 Birth Place: Tarry Town Death Date: 00/00/0000

Commitment#: 40 - 9221060 County Person ID: 22222

Wisconsin Resident: Yes [] Primary Language: English []

Religion: [] ☐ Interpreter Required

Marital Status: Single Female []

Ethnicity

Primary Race: American Indian/Alaskan Native [] Race: []

Race: [] **Ethnicity:** Cambodian []

Hispanic/Latino: No [] Indian Tribe: []

Indian Tribe 2: [] Tribal Reference #: []

Save Close

Page 3 Sec 1 3/3 At 2.2" Ln 8 Col 1 REC TRK EXT OVR English (U.S)

- The Additional tab is used to identify specific information about the participant. The Person Information group box is used to identify the participant's mother, father and/or guardians. **It is important to complete these fields as they are used to pre-fill other documents and tabs.** Use the Search hyperlinks to search out the appropriate mother/father and/or guardians.

Complete the rest of this tab with applicable information.

The screenshot displays the 'Person Management' window for 'Abby, Amber' with ID 9221747. The 'Additional' tab is active, showing the following sections:

- Person Information:** Includes fields for 'Child's Mother' (Alice Abby), 'Child's Father' (Art Abby), 'Spouse', 'Status', 'PA Number', 'Child's Guardian (1)', 'Child's Guardian (2)', and a 'Relinquishment Case' checkbox.
- Child was previously Adopted:** A dropdown menu set to 'No'.
- Age Adopted:** A dropdown menu.
- Armed Services Information:** Includes checkboxes for 'Person is the Legal Dependent of an Individual on Active Duty in the Armed Services of the U.S.' and 'Person is on Active Duty in the Armed Services of the U.S.'.
- Reporting Information:** Includes three dropdown menus for 'Client Characteristics 1', 'Client Characteristics 2', and 'Client Characteristics 3'.

At the bottom right of the form are 'Save' and 'Close' buttons. The status bar at the bottom shows 'Page 4', 'Sec 1', '4/4', 'At 2.2"', 'Ln 8', 'Col 1', and a list of tabs: REC, TRK, EXT, OVR, English (U.S.).

5. The AKA Names Tab is used to identify other names the participant may or have used such as maiden names, nicknames, previous married names, and alias's. Use the Insert button to add names. The Search function will search based on the AKA Names tab if the information has been entered on this tab.

Person Management 'Abby, Amber ' ID:9221747 -- Web Page Dialog

eWiSACWIS

Print Spell Check Help

Basic Additional **AKA Names** Address Relationship Kinship/AFCARS Background Check

Entry Date	Type	First Name	Last Name	MI	Delete
11/02/2004	Also Known As	Kee Kee	Abby		Delete

Insert

Save Close

Page 4 Sec 1 4/4 At 8.4" Ln Col 1 REC TRK EXT OVR English (U.S.)

6. The Address Tab is used to document current and historical addresses that the participant has lived at. If a child has been placed in out of Home Care, those addresses should also be documented on this tab. The system will ask the user when creating an Out of Home Placement if the participant's Person Management Record Address tab should be updated. If the user selects yes, this tab will automatically be updated.

The Insert button on the bottom of the page will allow a new address to be inserted. If the user inserts a new address, it is important to use the Edit hyperlink next to the current address to end date it. The Delete hyperlink next to the address will completely delete the address.

Person Management 'Abby, Amber ' ID:9221747 -- Web Page Dialog

eWiSACWIS

Print Spell Check Help

Basic Additional AKA Names **Address** Relationship Kinship/AFCARS Background Check

Primary Residence 01/11/2006 - Present [Edit](#) [Delete](#)
111 Penntwon Rd. Apt. 1
Baraboo, WI 53913

Primary Residence 11/01/2005 - 01/11/2006 [Edit](#) [Delete](#)
123 Main Street
Milwaukee, WI 53202
Home (608)444-4444

Primary Residence 10/04/2005 - 11/01/2005 [Edit](#) [Delete](#)
111 Penntwon Rd.
Baraboo, WI 53913 United States

Primary Residence 06/16/2005 - 10/04/2005 [Edit](#) [Delete](#)
111 Penntwon Rd.
Baraboo, WI 53913 United States

Insert

Save Close

Page 6 Sec 1 6/6 At 3.2" Ln 14 Col 1 REC TRK EXT OVR English (U.S)

- The Relationship Tab is view only. This tab will list all participants in the case and if they have been involved in any other cases. The Case ID column will list all cases that the participant has had involvement.

Person Management 'Abby, Amber' ID:9221747 -- Web Page Dialog

eWiSACWIS

Print Spell Check Help

Basic Additional AKA Names Address Relationship Kinship/AFCARS Background Check

Case ID	First Name	Last Name	MI	Relationship	Entry Date
20252	Becky	Rankin		Reference Person	07/31/2000
20252	Anna	Rankin		Niece	07/31/2000
20252	Art	Abby		Former Spouse	09/08/2004
20252	Amber	Abby		Biological Child	09/08/2004
20273	Angel	Abby		Biological Child	08/01/2000
20273	Art	Abby		Reference Person	08/01/2000
20273	Alice	Abby		Mother	08/01/2000
20273	Simon	Abby		Biological Child	08/13/2001
20273	Annabel	Abby		Biological Child	08/13/2001
20273	Casper	Ghost		Unknown	06/18/2004
20273	ksjklfsdas	ksjdfkas		Adjudicated Father	07/15/2004
20273	Amber	Abby		Biological Child	10/19/2004
20273	Art	Abby		Assistant District Attorney	12/20/2005
20273	Art	Abby		Assistant District Attorney	12/20/2005
9221127	Art	Abby		Reference Person	07/14/2004
9221127	Annie	Abby		Biological Child	07/14/2004
9221127	Angel	Abby		Biological Child	08/13/2004
9221127	Alice	Abby		Corporation Counsel	08/13/2004
9221127	Amber	Abby		Biological Child	08/13/2004
9221128	Amber	Abby		Reference Person	07/16/2004
9221244	Angel	Abby		Biological Child	10/22/2004

Save Close

Page 7 Sec 1 7/7 At 1.5" Ln 4 Col 18 REC TRK EXT OVR English (U.S)

8. The Kinship/AFCARS Tab is used to document child specific information. This relates to all cases, not just Kinship. Enter all applicable information in the appropriate boxes. If the child is not in school yet, enter the school district code of where the child resides. To avoid an AFCARS Tickler, complete the Child's Disability group box.

Person Management 'Abby, Amber' ID:9221747 -- Web Page Dialog

eWISACWIS

Print Spell Check Help

Basic Additional AKA Names Address Relationship **Kinship/AFCARS** Background Check

Child Information

☐ Child is a Teen Parent CARES PIN:

☐ Teen Parent's Child Resides with Him/Her Monthly Amount of any Child Unearned Income:

☐ Teen Parent's Child Receives a Kinship Payment

☐ Child Receives a Disability Payment

Child's Parental Information

Mother's Current Status: Father's Current Status:

Current Relationship of Parents to Each Other: ☐ Mother TPR ☐ Father TPR

Child's School Information

☐ Child is Currently Enrolled in School

Child's Highest Grade Level Completed:

Child's Disability Information

Child has a Clinically Diagnosed Disability:

☐ Mental Retardation ☐ Physically Disabled ☐ Visually/Hearing Impaired

☐ Other Medically Diagnosed Conditions Requiring Special Care ☐ Emotionally Disturbed ☐ Learning Disability

Save Close

9. Numerous Background Checks can be done on the participant. Use the Insert button on the bottom of the page to add additional lines. The Delete hyperlink will delete the current line before it has been saved. Once the line has been entered and saved, it is no longer editable and can not be deleted.

Note: eWiSACWIS will not do automated background checks. This page is used for documentation purposes only.

Person Management 'Abby, Amber' ID:9221747 -- Web Page Dialog

eWiSACWIS

Print Spell Check ABC Help ?

Basic Additional AKA Names Address Relationship Kinship/AFCARS Background Check

Type	Date	Results	Last Updated By	Delete
CCAP	03/14/2006	none	Caitlin Cake	
	03/14/2006		Caitlin Cake	Delete

CA/N
CCAP
DOJ
DOT
Local Law Enf.
Other
Out of State Law Enf.
Sex Offender Registry

Insert

Save Close

Page 8 Sec 1 8/8 At 7.6" Ln 14 Col 4 REC TRK EXT OVR English (U.S)

Click Save and Close to return to Maintain Case.